

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT  
RETENTION/STORAGE OF DISTRICT PROPERTY FORM

In order to maintain an orderly system of keeping track of the contents of each storage box, please complete this form for each box you are storing.

When your box is filled and ready to be picked up, return this form to the General Services Department and we will arrange to have the box(es) picked up.

The District ordinarily keeps records for three to five years and then destroys them. If your records should be an exception to this rule, please indicate below.

For your benefit, keep a copy of this completed form.

Thank You,

Mina Hernandez

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Department:	
Classification of Records:	
Box Number:	
Fiscal year of contents:	
Date to be destroyed:	
Description of Contents:	
Signature:	Date:

